

Process for becoming an: Authorized North Carolina DWI Services Provider

Step 1:

Review the NC DWI Services website www.ncdhhs.gov/mhddsas/dwi; specifically:

- a.) "Statutes" (122C-142.1)
- b.) "Rules" (.3800 - .3818)
- c.) "Locate Services" (to review current services being provided per location)

Review Rules for MH/DD/SAS Facilities and Services:

http://www.ncdhhs.gov/mhddsas/statpublications/manualsforms/aps/apsm30-1_08-10.pdf

Step 2:

Submit a DWI Services Authorization Fee document (located on the DWI Services website under "DWI Providers Home") and a \$250 authorization fee to the state DWI Services office at the following address:

NC DMH/DD/SAS
Budget & Finance Team
3013 Mail Service Center
Raleigh, NC 27699-3013

Step 3:

Upon receipt of the DWI Services Authorization Fee document and \$250 authorization fee, the applicant will be given access to the online New Provider Orientation. This online orientation can be used for continuing education required by the North Carolina Substance Abuse Professional Practice Board (NCSAPPB). The applicant must complete the New Provider Orientation and take the Key Points Quiz located at the end of the orientation. Once a passing score has been achieved, the applicant should download the "Application for Authorization to Provide Substance Abuse Services for DWI Offenders." (The applicant may begin working on the application, but will not submit the application until after attending the New Provider Training in Raleigh - see Step 4.)

Step 4:

Once DWI Services receives notification that the applicant has passed the Key Points Quiz, the applicant will be notified to register for the next available Provider Training in Raleigh. This 2-day training is held quarterly in Raleigh. This training can be used for continuing education required by the NCSAPPB. The applicant should reserve his/her space at the training as soon as possible, as it is a first come first serve basis and space is limited. (Training attendance should include the agency owner, clinical director and DWI assessor).

Step 5:

Following participation in the Provider Training in Raleigh, the completed application should be submitted to:

Department of Health and Human Services
Division of MH/DD/SAS; DWI Services
3008 Mail Service Center
Raleigh, NC 27699-3008

Upon receipt of application:

- 1.) A first review of the application will be completed within 60 business days and the applicant will be notified of any additional information needed or requirements that have not been met.
- 2.) Upon notification, the applicant should promptly submit the requisite additions/corrections.
- 3.) Upon receipt of additions/corrections, a final review of the application will be completed.
- 4.) If all is complete and correct, the agency will be approved.

Step 6:

After the agency is approved to provide DWI services, attendance at the e508 training is required and should be scheduled immediately. This one-day training is held in Raleigh and is offered monthly.